



# CITY OF HOUSTON

## Job Posting

1	<b>Cd</b>	<b>Applications accepted from:</b>	<b>ALL PERSONS INTERESTED</b>
2	<b>Job Classification</b>		<b>PROJECT MANAGER</b>
3	<b>Posting Number</b>		<b>PN# 106785</b>
4	<b>Department</b>		<b>Department of Public Works &amp; Engineering</b>
5	<b>Division</b>		<b>Engineering and Construction Division</b>
6	<b>Section</b>		<b>Construction Branch</b>
7	<b>Reporting Location</b>		<b>611 Walker</b>
8	<b>Workdays &amp; Hours</b>		<b>M - F, 8 a.m. - 5 p.m.*</b>
9	<b><u>DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS</u></b>		
	Provides general supervision and coordination in reviewing contractor's compliance with specialized transportation engineering/transportation planning projects and studies. Manages trains and develops staff to perform routine and specialized job duties to accomplish department goals and objectives. Oversees inspection activities and evaluates construction/installation of traffic control devices and geometric roadway features. Prepares various reports, findings, project history and other records as it pertains to transportation engineering. Reviews preliminary plans and assists with development of future construction plans and specifications. Responsible for conducting periodic site visits to resolve construction issues. Applicant must be able to interact well with the general public to include conducting public presentations, must be able to develop and manage own work assignments, and must possess advanced technical writing skills.		
10	<b><u>WORKING CONDITIONS</u></b>		
	The position requires stooping, bending and/or lifting of items of up to 30 pounds, and sitting for extended periods of time. A portion of this work occurs in the field under most weather conditions and occurs in close proximity to moving vehicular traffic. Standing and walking moderate distances over uneven terrain is occasionally required.		
11	<b><u>MINIMUM EDUCATIONAL REQUIREMENTS</u></b>		
	Requires a Bachelor's degree in Civil Engineering, Business Administration, or a closely related field.		
12	<b><u>MINIMUM EXPERIENCE REQUIREMENTS</u></b>		
	Four (4) years of experience in construction, construction inspection, or a closely related field is required. Pertinent professional experience may be substituted for the education requirements on a year-for-year basis.		
13	<b><u>MINIMUM LICENSE REQUIREMENTS</u></b>		
	Valid Texas Driver's License and compliance with the City of Houston's policy on driving (AP 2-2).		
14	<b><u>PREFERENCES</u></b>		
	Applicant must be computer literate in Windows applications to include Microsoft Access, Excel, PowerPoint, and Word. Preference will be given to applicants who have previous experience performing traffic related field investigations.		
15	<b><u>SELECTION/SKILLS TESTS REQUIRED</u></b>		None
16	<b><u>SAFETY IMPACT POSITION</u></b>		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.		
17	<b><u>SALARY INFORMATION</u></b>		
	Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:		
	<div>Salary Range - Pay Grade 24</div> <div>\$1,801 - \$2,006 Biweekly\$46,826 - \$52,156 Annually</div>		
18	<b><u>OPENING DATE</u></b>		September 14, 2005
19	<b><u>CLOSING DATE</u></b>		Open Until Filled
20	<b><u>APPLICATION PROCEDURES</u></b>		
	Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, Garden Level. Successful candidates will be notified of their application status. <b>All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.</b> Our Telephone Device for the Deaf (T.D.D.) Phone Number is (713) 837-9471.		
	An equal opportunity employer		